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CHIEF, SECURITY DIVISION

27 November 1946

EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

1. Your memorandum dated 18 November 1946, Subject: "Identification Credentials - Passes", and concurrences attached thereto, together with a memorandum dated 21 November 1946 addressed to the Executive to the Director from the Assistant Executive Director commenting on the proposed pass system, are returned with other comments for your action. It has been suggested that you carry out the following procedure in connection with the pass system to be established:

(a) That all CIG personnel be photographed as soon as possible.

(b) That orders be placed for the procurement of passes of three types: black border to permit access to all CIG buildings, red border to permit access to Que and Administration Buildings, and yellow border to be a general pass to permit access to all buildings other than the Administration and Que.

(c) That lists be obtained from each of the Assistant Directors and the Chief, ICAPS, as to the personnel who should be issued overall (black border) passes. This list should be referred to the Assistant Director for Special Operations for initial clearance and then forwarded to the Executive for Personnel and Administration with his comments and suggestions as to the personnel included on the list.

(d) No action will be taken by the Security Division to issue passes until an approved list for the unlimited pass (black border) has been returned to you by the Executive for Personnel and Administration.

(e) It is intended that the new pass system will not be instituted until arrangements can be made to move activities now located in Que Building not connected with C.I.G. to other quarters. It is expected that this move cannot take place until approximately 1 January 1947. However, you will be advised regarding the scheduled date of the move.

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Colonel, AGD
Executive for Personnel and Administration

Attachments

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